

MICROSOFT WORD 2007 CHECKLIST

Create a Document

Save and Close a Document

Open a Saved Document

Add Text to Document and Save under another Name

Spell-check

Basic Editing

Undo/Redo

Backspace and Forward Delete

Move Text by Cutting, Copying and Pasting

Changing Margins, Page Size, Page Orientation

Changing Font, Style, and Size

Align Document

Envelopes

Labels

Close Word

Word 2007

CREATE, SAVE AND CLOSE A DOCUMENT FOR MOUSE USERS

Click the Office Button  **(once-left mouse button)**

Click New

Double Click Blank Document

Type the following: Word 2007 has a new look!

The menu bar has been replaced with the Office 2007 Ribbon. The ribbon stretches across the top of the work area.

NOTE: Do not press enter at the end of each line. When the cursor reaches the right margin the text is wrapped to the next line.

Press enter to start a new paragraph

Type the following: The Ribbon is actually a collection of several components. The quick access toolbar, the command tab, the command sets and the contextual commands.

Click the Office Button  **(Quick Access Toolbar)**

Click Save As

In the file name box type: Creating a document

Click on Save

Click the Office Button

Click Close

Note: This will close the document not the program

OPEN AND ADD TEXT TO AN EXISTING DOCUMENT AND SAVE UNDER ANOTHER NAME.

Click the Office Button 

Click Open

Click on the “Creating a document” file

Click the Open button

Click on the Page down button on your keyboard

This will bring you to the end of your document

Click where you left off and press enter

Type the following: Word 2007 uses a different file format than previous versions of the program.

Click the Office Button 

Click Save As...

Type: Saving document with different name

Click on Save

USING SPELLCHECK

Click on Review on the menu bar



Click on

The wrong spelling will appear on the top of the page in highlighted text

The suggestions box contains possible corrections for what you typed, Click on your choice

On the right side of the page are commands for Change, Ignore, etc.

Click on your choice

The spell check will beep and you will get a box telling you that the spell check is complete.

BASIC EDITING

Undo/Redo

Click on the appropriate button



Move Text by Cutting, Copying and Pasting

Click on Home on the menu bar

Click at the beginning of the text you are working with, hold down the shift key and select your text.

Click on  **to cut text**

Click on  **to copy text**

Click the place in your document where you want to either move or copy your text

Click on  **to paste your text in the new location**

CHANGING MARGINS, PAGE SIZE, PAGE ORIENTATION

Click Page Layout on your menu bar

To change Margins, click on 

Click on your choice or click on Custom to make your own choice

To Change Page Size, click on 

Click on your choice; scroll down on right of dialog box for more choices

To Change Page Orientation, click on 

Click on either Portrait or Landscape

CHANGING FONT, STYLE AND SIZE

Click on Home on the menu bar

To change font type, size, style, etc. Click on



You can also click on any of the styles appearing on the menu bar



To change the default font



Click on



Click on Font Type

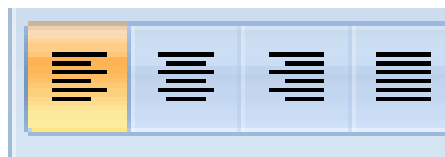
Click on Font Style

Click on Font Size

Click on Default (bottom right of screen)

To Align Document

Click on



Right Center Left Full

ENVELOPES AND LABELS



Click the Microsoft Office Button

Click Word Options.

Click Advanced.

Scroll down, and under General, type your return address in the Mailing address box.

Note: Word stores the address so that you can use it whenever you want to insert your return address in an envelope, label, or other document.

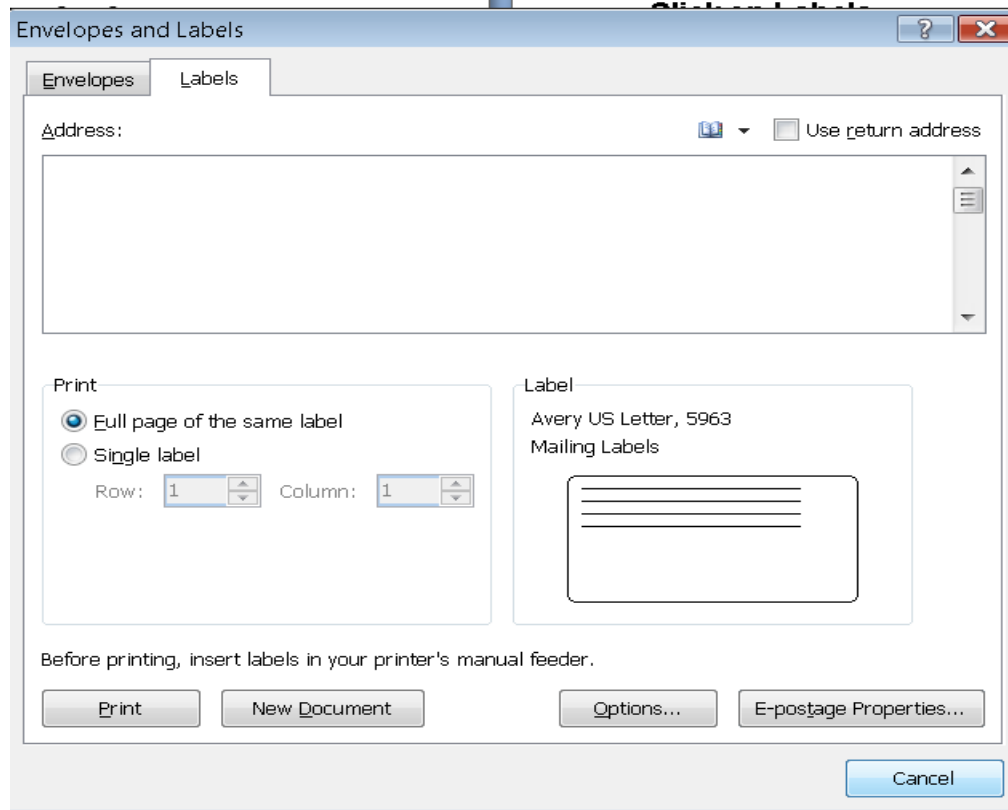
Click OK.

Click on Mailings on the menu bar

Click on Envelope and type delivery address

The "Envelopes and Labels" dialog box in Microsoft Word. It has two tabs: "Envelopes" and "Labels". The "Envelopes" tab is selected. The "Delivery address:" field is empty. Below it is a checkbox for "Add electronic postage". The "Return address:" field contains the text "Helen L. Rounds", "190 ASA Bloomer Building", and "Rutland, VT 05701". To the right of the return address field is a "Preview" section showing a diagram of an envelope with a return address label and a "Feed" section showing a diagram of a postage meter. At the bottom, there are buttons for "Print", "Add to Document", "Options...", "E-postage Properties...", and "Cancel". A note at the bottom left says "Verify that an envelope is loaded before printing."

Click on Labels



Click on full page of same label

Click on Options

Click on Label Information

Choose Label Vendor (Avery)

Choose Product Number

Click on OK

Type Address

Click on Print

CLOSE MICROSOFT WORD 2007

Alt F4 or

Click on the X in the upper right of screen

